

**TOWN OF WESTFORD  
BUDGET WORKSHOP  
FEBRUARY 16, 2008**

- I. Interim Town Manager Overview 8:30 a.m.**
  
- II. Department Presentations-Brief Overview**
  - ❖ Workings of the Department
  - ❖ Organizational Chart
  - ❖ Operating Budget Request vs. Town Manager Recommendation
  - ❖ Capital Budget Request
  
- A. Public Safety 8:45 – 9:45 a.m.**
  - 1. Police Department
  - 2. Fire Department / Ambulance Enterprise
  - 3. Emergency Management
  - 4. Animal Control
  
- B. General Government 9:45 – 11:00 a.m.**
  - 1. Board of Selectmen
  - 2. Town Manager
  - 3. Town Counsel
  - 4. Town Hall Maintenance
  - 5. Finance Department
    - a) Finance Committee
    - b) Finance Department
    - c) Town Accountant
    - d) Tax Collector
    - e) Board of Assessors
  - 6. Human Resources
  - 7. Technology
  - 8. Town Clerk
  - 9. Permitting Department
    - a) Permitting Department
    - b) Conservation Commission
    - c) Planning Board
    - d) Zoning Board of Appeals
    - e) GIS
    - f) Building Department
    - g) Engineering
  
- C. Public Works 11:00 – 11:30 a.m.**
  - 1. Highway
  - 2. Snow & Ice
  - 3. Street Lights
  - 4. Stormwater Management
  - 5. Recycling
  - 6. Solid Waste
  - 7. Sewerage Collection
  - 8. Tree Warden
  
- D. Health & Human Services 11:30 – 12:00 noon**
  - 1. Board of Health
  - 2. Council on Aging
    - a) Adult Supportive Day Center
    - b) Senior Center
    - c) Council on Aging
  - 3. Veterans

- E. Lunch Break 12 Noon – 12:45 p.m.
  - F. Culture & Recreation 12:45 – 1:15 p.m.
    - 1. Library
    - 2. Cemetery
    - 3. Recreation Enterprise
    - 4. Parks
    - 5. Historical Commission
    - 6. Roudenbush Community Center
  - G. Education 1:15 – 2:00 p.m.
    - 1. Westford Public Schools
    - 2. Nashoba Tech
  - H. Human Resources 2:00 – 2:15 p.m.
  - I. Community Preservation 2:15 – 2:30 p.m.
  - J. Debt Service 2:30 – 2:45 p.m.
  - K. Employee Benefits & Insurance 2:45 – 3:00 p.m.
  - L. Water Department 3:00 – 3:15 p.m.
- III. Wrap-up Discussion/Where do we go from here? 3:15 – 4:00 p.m.
- A. Selectmen/Interim Town Manager/Finance Committee